



EQUIPMENT CONTROL COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled advanced journey level mechanical work in the maintenance and repair of a variety of automotive and related equipment; and to assign and review the work of lower level equipment maintenance staff.

Supervision Received and Exercised:

Receives general supervision from Equipment Maintenance Supervisor or from other supervisory or management staff.

Exercises technical and functional supervision over technical and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Determine the cost effectiveness of off-site vehicle and equipment repairs. Establish contracts for off-site repair services and or initiate competitive quotes for contracted services. Establish criteria for best management practices related to off-site repairs. Initiate contracted services repairs and off-site transport. Authorize payment for services, and monitor the contracted service budget.
- Responsible for the recovery of manufacturer and contracted services warranty claims. Establish and maintain the warranty recovery procedures and documentation to optimize recovery and reduce vehicle down time.
- Oversee vehicle accident repairs. Establish responsible party and determine method of repair. Interact with using Department, Risk Management and Insurance Carrier to resolve accident damage.
- Assure the completion of manufacturer safety recalls and repair bulletins. Communicate to Fleet staff method of repairs and scheduling. Determine the effectiveness of component testing and establish agreements with manufactures and suppliers.

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Lead Equipment Mechanic (continued)

- Assist the Fleet Analyst as a technical expert in the development of vehicle purchasing contracts and bids. Participate in the development of new or existing vehicle specifications. Recommend cost effective and operational strategies related to new vehicle purchases.
- Responsible for receiving all vehicles into the fleet. Duties include inspect all vehicles for specification compliance, resolve non-compliance issues with the supplier. Authorize payment for vehicles received. Create vehicle record in M4 system, establish maintenance criteria, initiate the in service process.
- Responsible for vehicle out of service process, and disposal. Make recommendations for the retirement of fleet vehicles and equipment. Initiate the out of service process related to the shop floor and M4.
- Responsible for coordination of the monthly sale of vehicles and accounting for expenses and funds received.
- Responsible for the compliance with the Arizona Department of Environmental Quality Vehicle Emission Program. Establish testing schedules and processes to ensure compliance of vehicles and employee inspector license renewals. The Coordinator is required to maintain an ADEQ Fleet Agent License and assume the responsibilities as Fleet Agent for Tempe.
- Act as division liaison with using departments, contracted vendors, manufacturer representatives and municipal fleet counterparts, related to job function responsibilities.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible repair experience in automotive and equipment maintenance, including experience with a wide variety of gasoline and diesel powered engines, and multiple vehicle and equipment platforms. Equivalent to completion of the twelfth grade supplemented by course work in automobile and equipment mechanics.

Training:

Effective February 1990

Revised March 1993

August 2002 (added CDL requirement)

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Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona Class A Commercial Driver's License (CDL), with the appropriate endorsements.

Possession of an Arizona Department of Environmental Quality Fleet Agent License.

Special Requirements

Possession of a complete set of mechanic hand tools.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 9402

Salary Range: 28

FLSA: Non-Exempt